

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
EMPLOYMENT AND TRAINING SPECIALIST II	31	E	12.353
EMPLOYMENT AND TRAINING SPECIALIST I	28	E	12.390

SERIES DISCUSSION

Employment and Training Specialists are responsible for interviewing and assessing the employability potential of clients who are receiving public assistance and participating in the Job Opportunities and Basic Skills (JOBS) program, Assistance With Child Care for the Employed (ACE) program, and the Food Stamp and Employment Training program. Incumbents conduct workshops and training sessions that enhance participants' skills and employability; counsel participants regarding vocational choice, change and adjustment; refer participants to community resources; and facilitate the participants' paid employment in order to reduce their dependency on public assistance.

Work activities are guided by State and federal laws and guidelines relative to employment training services and eligibility and payments. Although difficult casework requiring the resolution of employment barriers such as behavior disorders, substance abuse or family dysfunctions are referred to higher level staff, judgments and decisions with respect to the most effective course of action is required of incumbents who are assigned job counseling responsibilities. Errors or delays in service could result in financial hardship to participants, inappropriate reimbursements for services and inappropriate punitive actions against mandatory participants.

Positions are allocated within levels based on the complexity and variety of duties and responsibilities associated with the program to which they are assigned.

SERIES CONCEPT

Incumbents provide group and individual orientation to JOBS, ACE and Food Stamp program participants by explaining program objectives, requirements and services and responding to participants' questions to encourage clients' willing participation, achieve participants' employment goals and promote self-sufficiency.

Assess participants' vocational potential and the employment options available by interviewing participants to collect information related to education, experience, career goals and personal characteristics; administering and analyzing results of basic education and skills tests and identifying employment barriers such as the lack of transportation, child care, housing and basic skills.

Design an individualized training plan based on participants' career objectives and existing employment barriers and counsel participants on educational/training opportunities and social alternatives in the community.

Conduct on-going case plan coordination by referring participants to other services in the community which provide training, education, financial assistance and job searches and resolve health, housing, child care and transportation problems; setting up job referral appointments; evaluating progress toward employment goals; and initiating corrective action when participants fail to comply with program requirements.

SERIES CONCEPT (cont.)

Encourage and enhance participants' employability by: conducting training workshops in job seeking skills such as interviewing techniques, filling out applications, self-esteem and personal grooming; leading participants in group discussions and brainstorming sessions; arranging for outside training on subjects that enhance participants employability and life coping skills; and utilizing motivational techniques and employing punitive measures to ensure program compliance from involuntary clients who may be indifferent or hostile.

Review and monitor participants' program eligibility by verifying reported information; and approve payments to providers of support services such as child care and transportation by examining the accuracy of bills and receipts, verifying and computing hours and monetary obligations and applying appropriate program regulations.

Establish and promote community relations to provide participants with referrals, training and work experience by developing training sites, investigating other available social services, soliciting jobs with private and public employers and negotiating contracts with child care providers.

CLASS CONCEPTS

EMPLOYMENT AND TRAINING SPECIALIST II

Under general Supervision of the Employment and Training Supervisor positions allocated to this class are responsible for performing the full range of duties described in the series concept for participants in the JOBS program for 50% or more of the time including applying case management principles such as counseling, referring, and training participants; assisting the client in establishing long-range career goals; designing an individualized training plan to meet those goals; monitoring progress toward goals and program compliance; and developing appropriate community resources.

This is the journey level for the series and is distinguished from the lower level by the complexity of duties involved in the application of multi-step procedures and case management principles to implement individual training and employment programs for clients. These duties require a greater level of judgment and decision making, a broader scope of public contact and a greater variety of knowledge, skills and abilities than those found at the lower level.

EMPLOYMENT AND TRAINING SPECIALIST I

Incumbents assigned to this level receive training in the performance of duties described in the series concepts. Work is closely monitored by the Employment & Training Supervisor through meetings and discussions to determine the best plan of action to meet participants needs and program requirements.

This is the entry level class in the series.

MINIMUM QUALIFICATIONS

EMPLOYMENT AND TRAINING SPECIALIST II

EDUCATION AND EXPERIENCE:

I

Graduation from high school or the equivalent and one year of experience assessing the employability potential of clients receiving public assistance who are participating in the Job Opportunities and Basic Skills (JOBS) program; conducting training sessions; counseling clients regarding vocational choice; and coordinating community resources equivalent to a Employment and Training Specialist I in Nevada State service; OR

II

An equivalent combination of education and experience in which the applicant has demonstrated possession of the entry level knowledge, skills and abilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or are needed to perform the work assigned.)

Working knowledge of the Aid to Dependent Children and Food Stamp program requirements which align with the Employability and Training programs. General knowledge of the principles and practices of case management.

Ability to research and access social services, training programs, employment opportunities and child care services to alleviate clients' employment barriers. Ability to effectively promote the Employability and Training program to employers, educators, child care providers and representatives from other social programs in order to solicit cooperation.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Working knowledge of public welfare policies and practices. General knowledge of the eligibility requirements for local, State and federal public assistance programs.

Ability to analyze information, problems, situations, practices and procedures, identify solutions and recognize alternatives and their implications.

In addition, all knowledge, skills and abilities required at the lower levels of the series.

MINIMUM QUALIFICATIONS (cont.)

EMPLOYMENT AND TRAINING SPECIALIST I

EDUCATION AND EXPERIENCE:

I

Graduation from high school or the equivalent and two years of experience in an advanced administrative support role equivalent to a Management Assistant II, Program Assistant II, Accounting Clerk III, etc., in Nevada State service which included interacting with the public to obtain information, explain policy and enlist the assistance of other social services providers; using basic math to compute ratios, averages and percentages; and interpreting and applying program policies to work methods.

II

An equivalent combination of education and experience in which the applicant has demonstrated possession of the entry level knowledge, skills and abilities. Sixty semester credits of college course work in general studies may be substituted for one year of the experience described in option I.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

General knowledge of State employment trends and private and public employment agencies in the community. General knowledge of outside human service agencies, their services, roles and responsibilities. General knowledge of the Employability and Training program requirements and the components of related public assistance programs.

Ability to listen perceptively to ascertain clients' needs. Ability to elicit information, analyze facts and evaluate the employment potential of clients. Ability to accurately transcribe client information into file narratives. Ability to compare/inspect reports, bills and other written documentation and judge whether they meet prescribed standards. Ability to interact with other programs to insure coordination of services. Ability to effectively interact with persons from a variety of cultural, social and economic backgrounds.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

General knowledge of public welfare programs, their purposes and goals.

Ability to recognize, understand and accept individual differences in people. Ability to establish and maintain cooperative working relationships with supervisors, co-workers and the public. Ability to read and understand administrative policy manuals at an interpretive level. Ability to write basic sentences and phrases in order to document case progress and prepare interoffice correspondence.

MINIMUM QUALIFICATIONS (cont.)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (cont.)

Ability to speak on a one-to-one basis using appropriate vocabulary and grammar to: obtain information, explain policies and procedures, and enlist the assistance of others. Ability to use basic math to compute ratios, averages and percentages. Ability to work independently and follow through on assignments with minimal direction. Ability to complete standardized forms and maintain accurate records.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>12.353</u>	<u>12.390</u>
ESTABLISHED:	7/1/93P 10/23/92PC	5/11/72
REVISED:		4/4/75
REVISED:		6/26/78-3
REVISED:		12/19/85-12
REVISED:		7/1/93P 10/23/92PC
REVISED:	10/13/95UC	